

# OCCR INSTRUCTIONS

1. Supplier Name or "MSFC".
2. Contract/Purchase Order Number/Document Control Number (DCN).
3. Drawing number(s) including as applicable, engineering parts list and engineering orders.
4. Pages applicable to include any attachments.
5. Document the reason for submittal, for "other" give general description.
6. State the present required engineering/quantity requirements.
7. The requested change.
8. Supplier price adjustment impacts, circle "Increase" or "Decrease" as applicable.
9. Signature of authorized contractor representative.
10. Signature of the MSFC requestor and/or the design representative is required prior to submittal to the Contracting Officer (CO). Mark the "Approval" or Disapproval" box.
11. Requisitioner or Contracting Officer's Technical Representative signature. Mark the "Approval" or Disapproval" box. Any time there is a cost increase, verify that funds are available for this change and check the "Funds Available" box.
12. CO checks appropriate box, signs, and dates. Approval conditions shall be documented on an OCCR continuation sheet (MSFC Form 3748-1).
13. Use the last digits of the purchase requisition (PR) number followed by a dash 1 (-1) for the first OCCR. Additional changes to the contract shall use the same OCCR number followed by the next sequential dash number to assure traceability.

## **Outsource Fabrication Services Contract Change Process**

1. For outsourced fabrication services, Purchase Order modifications shall be initiated using the OCCR form MSFC Form 3748/3748-1 or as otherwise specified by the Contracting Officer (CO).
2. The executed OCCR shall serve as the negotiated agreement between the supplier and the Government when approved by the CO. Before approval by the CO, the OCCR shall be reviewed and approved to verify that funds are available for this change (block 11).
3. A separate purchase order modification shall incorporate the agreed upon changes except in cases where delivery date and/or funding are not changed. In this case, the OCCR shall serve as the official modification after approval by the CO.
4. Copies shall be provided to the inspection and receiving office for acceptance.

# OUTSOURCING CONTRACT CHANGE REQUEST (OCCR)

|  |                  |  |                          |      |
|--|------------------|--|--------------------------|------|
| 1. Supplier/MSFC:  | 2. Contract/DCN: | 3. Drawing Number(s):  | 4. Page ____ of ____     |      |
| 5. Reason for OCCR:<br><input type="checkbox"/> Facilitate Manufacturing <input type="checkbox"/> Other (Specify):<br><input type="checkbox"/> Design Change   |                  |  |                          |      |
| 6. AS SPECIFIED  |                  | 7. CHANGE REQUESTED  |                          |      |
|  |                  |  |                          |      |
| 8. Impact on Price and Schedule:<br><input type="checkbox"/> No Price Adjustment <input type="checkbox"/> No Change in Delivery Date<br><input type="checkbox"/> New Delivery Date: ____/____/____<br><input type="checkbox"/> Price Adjustment (Increase/Decrease) Labor\$ _____ Material \$ _____ Total \$ _____ |                  |  |                          |      |
| 9. Signature of Authorized Contractor Representative:  |                  |  | Date:                    |      |
| 10. Organization   | Representative   | RECOMMEND  |                          | Date |
|  |                  | Approval   | Disapproval              |      |
|  |                  | <input type="checkbox"/>   | <input type="checkbox"/> |      |
|  |                  | <input type="checkbox"/>   | <input type="checkbox"/> |      |
| 11. Requisitioner/Contracting Officer's Technical Representative:<br><input type="checkbox"/> Approval <input type="checkbox"/> Funds Available<br><input type="checkbox"/> Disapproval  |                  | 12. Contracting Officer:<br><input type="checkbox"/> Approved<br><input type="checkbox"/> Disapproved<br><input type="checkbox"/> Approval Subject To: _____ |                          |      |
| Signature:   |                  | Date:  | Signature:               |      |
|  |                  |  | Date:                    |      |
| Outsourcing Contract Change Request  |                  |  | 13. OCCR Number:         |      |